

THE COUNTY OF LOS ANGELES Probation Department



***Invites Resumes
for***

DEPUTY DIRECTOR, PROBATION (UNCLASSIFIED)

***Annual Salary:
\$132,916 - \$201,179
(MAPP Range R-16)***

***FILING PERIOD:
February 24, 2009 - Until the Position is Filled***

THE COUNTY OF LOS ANGELES

The County of Los Angeles, with a population of more than 10 million people, has more residents than any county in the nation, and within its boundaries are 88 cities. The county is rich in cultural diversity and home to world-renowned museums, theaters, the motion picture industry, major universities and numerous five-star restaurants. The mountains, deserts and the beautiful Pacific Ocean, along with some of the world's finest urban recreational attractions, are freeway close.

The County of Los Angeles is governed by a five-member Board of Supervisors who are elected on a non-partisan basis and serve four-year terms. As the governing body, the Board of Supervisors serves as both the executive and legislative authority of the largest and most complex county government in the United States. A recent change in the governing structure of the county has all Department Heads reporting to the Chief Executive Officer with the exception of elected officials (Assessor, District Attorney and Sheriff), the Fire Chief, Auditor-Controller, County Counsel and the Executive Officer of the Board of Supervisors.

The County has an annual budget in excess of \$23 billion and employs over 102,000 full-time personnel. Thirty-nine major administrative units or departments serve the needs of the County's diverse population.

PROBATION DEPARTMENT

The Los Angeles County Probation Department was established in 1903 with the enactment of California's first probation laws and has since become the largest probation department in the world. The Department promotes public safety, ensures victims rights, and facilitates a positive change in adult and juvenile probationers. The Department also serves all Superior Courts of Los Angeles County, and provides an extensive range of services, which include: recommending and enforcing court-ordered sanctions for probationers; operating juvenile correctional institutions, including the detention of approximately 3,800 juvenile offenders; supervising and monitoring approximately 60,000 adult probationers and 16,000 juvenile probationers; preventing and reducing criminal activity by developing and implementing strategies from early intervention through suppression; and proactively seeking out and maximizing all opportunities to positively impact the behavior of probationers, their families, and their communities. Over two-thirds of the Department's employees are engaged in some aspect of professional probation work. The Department has over 50 work locations including three juvenile halls, 19 residential treatment facilities, and over 20 field services offices. The Department's headquarters is located in Downey, California, and has a current operating budget of over \$700 million and includes funding for approximately 6,170 employees.

POSITION OVERVIEW

This position is "Unclassified" and serves at-will. Deputy Directors assist in the administration of the Probation Department with particular responsibility for setting the general direction and management of assigned bureaus, and typically report to the Chief Deputy, Probation Officer. Deputy Directors are responsible for assisting in the administration of the Department, and providing overall direction, management, and evaluation of two or more major bureaus providing services in areas such as Management Services, Detention Services, Residential Treatment Services, Juvenile Field Services, Adult Field Services, Juvenile Special Services or Placement Services. Deputy Directors have executive and administrative responsibility for bureau operations, programs and services, including operational and program policy development and implementation, personnel administration, budget and fiscal services, program evaluation, contracted services, and staff training. Incumbents must have the ability to direct bureau operations through subordinate managers, exercise effective verbal and written communication skills, as well as the ability to represent the Probation Department and the County of Los Angeles to other agencies.

EXAMPLE OF DUTIES

The Deputy Director's duties include, but are not limited to, the following:

- Plans, organizes, directs, and evaluates the daily management of a major bureau within the Probation Department.
- Oversees the management of multiple bureau operations including highly diversified programs.
- Plans and implements bureau-wide policies and methods to coordinate and improve performance and work procedures necessary to increase efficiency, reduce administrative costs, and improve services.
- Assists in the formulation of bureau and departmental goals, objectives, priorities and policies.

- Directs and coordinates the preparation of the budget for the bureau and directs its execution to ensure appropriate use and expenditure of funds and other resources.
- Provides administrative direction to bureau personnel and employee relations actions.
- Directs the development and administration of all bureau contractual agreements consistent with departmental and countywide contract policies.
- Directs the analysis of legislation affecting probation services and programs and makes recommendations for change.
- Plans, organizes and directs the enforcement of State, federal and local laws and ordinances related to assigned bureau operations and activities.
- Coordinates bureau operations and activities to ensure services provided meet federal, State, and local regulations and standards, and to ensure consistency in standards, operations and decision making.
- Directs the development of the overall purpose for assigned bureaus, as well as implementation of the Departments' strategic plans.

MINIMUM REQUIREMENTS

Two years of experience as a Bureau Chief, Probation*, or four years of experience at the level of Senior Probation Director ** with full administrative responsibility for the daily management of staff, resources and activities within a major diversified probation program or function, including developing, managing, and evaluating program goals, work methods, policies, personnel, and budget. One year of the required experience must have been directing a major operating bureau or division of a large and complex organization providing human and/or social services in the field of probation, parole, corrections, or community and social welfare.

REQUIREMENT INFORMATION

*Experience at the level of Bureau Chief, Probation is defined as directing the daily activities of a major operating bureau.

** Experience at the level of Senior Probation Director is defined as acting as an administrative head of a major operating bureau or having administrative responsibility for a highly diversified program or function.

Special Requirements: Positions in this class may be required to possess a certificate of completion of a 40-hour introductory training course on the laws of arrest under Penal Code Section 832 and the Commission on Peace Officer Standards and Training (POST) or shall obtain such certification within 90 days of appointment to the position.

License: A valid California Class "C" Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

- Thorough knowledge and demonstrated experience in managing subordinates in strategic planning, evidence-based practices, business plan development, performance-based management including development and tracking outcomes, as well as budget and financial planning techniques.
- Excellent analytical skills, including the ability to think strategically and creatively on complex operational issues.
- Demonstrated experience working with public officials, other public agencies, legislative bodies, and community groups.
- Demonstrated ability to function effectively as a team member with other management staff, and provide excellent leadership to subordinate staff.
- Excellent oral and written communication, and interpersonal skills.

SELECTION PROCESS

Each candidate's experience and qualifications will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. Only the most highly qualified candidates, as determined by the screening process, will be invited to participate in the selection process.

The name(s) of the most highly qualified candidate(s) will be submitted to the Chief Probation Officer for final selection.

NOTE: An extensive background investigation will be completed on the candidates recommended to the Chief Probation Officer for final selection.

ANNUAL SALARY & BENEFITS

Annual Salary: ***\$132,916 - \$201,179 (MAPP Range R-16)***. The successful candidate may be appointed to any salary within the range, depending on qualifications. These positions are subject to the provisions of the County's Management Appraisal and Performance Plan (MAPP).

Benefits: The County of Los Angeles provides an excellent benefit package that allows employees to choose benefits that meet their specific needs. The package includes:

- **Retirement Plan** – The successful candidate may choose either a contributory or non-contributory defined benefit plan. It should be noted that County employees DO NOT pay into Social Security, but do pay the Medicare Hospital Insurance Tax (HIT) portion of Social Security at a rate of 1.45%.
- **MegaFlex Plan** – Benefits may be purchased from the MegaFlex Cafeteria Benefit Plan using a tax-free County contribution of an additional 14.5% to 17% of the employee's monthly salary. Any portion of the County contribution not used to purchase benefits is given to the employee as taxable income. Benefits available within the MegaFlex Benefit Plan include medical, dental, disability, life and AD&D insurances. (The MegaFlex Plan is not available to County employees who are currently in Flex.)
- **Non-Elective Days** – 10 days per year with the option to buy 1 to 20 elective annual leave days. Annual leave days can be used for vacation, sick or personal leave.
- **Dependent Care and Health Care Reimbursement Accounts** are also available.
- **Savings Plan (401k)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of employee's salary.
- **Deferred Compensation Plan (457)** – Optional tax-deferred income plan that includes a County matching contribution up to 4% of the employee's salary.
- **Holidays** – 11 paid days per year.

COUNTY OF LOS ANGELES CHILD SUPPORT COMPLIANCE PROGRAM

In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires, which may assist in locating persons who owe these obligations. Family Code Section 17512 permits, under certain circumstances, for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

SPECIAL INFORMATION

It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons regardless of race, religion, sex, national origin, age, sexual orientation or disability. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation may call (213) 738-2057 (ADA Coordinator – Voice); (800) 899-4099 (TTY); (800) 897-0077 (TTY); (800) 735-2922 (CRS).

Any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110).

Employment Eligibility Information: Final employment is contingent upon verification of U.S. Citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986 are required to present original documents to the County, **within three (3) business days** of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

Social Security Act of 2004: Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website www.socialsecurity.gov, or call toll free 1-800-722-1213. Persons who are deaf or hard of hearing may call the TTY number (800) 325-0778 or contact a local Social Security office.

FILING INSTRUCTIONS

Qualified candidates are invited to submit a statement of interest, resume and the attached **Supplemental Information Form** which details education completed, positions held, current salary, and special qualifications.

Resume should include the following:

1. Names of schools, colleges or universities attended, dates attended, degrees earned and field(s) of study. Please enclose verification of degree(s), licenses and certificates together with the resume.
2. For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment and current salary.
3. Information required to determine the **Minimum Requirements** and **Desirable Qualifications** sections of this recruitment announcement are met.

Pursuant to State and federal requirements, we are requesting that you voluntarily provide the following information: (1) your race/ethnicity and (2) your gender. This information should be on a separate piece of paper, attached to your resume. This page will be removed from your resume when it is received and kept confidential and utilized solely for required statistical purposes.

Please submit all materials to:

YOLANDA A. JOHNSON
Departmental Human Resources Manager III
County of Los Angeles Probation Department
Human Resources Management Office
9150 East Imperial Highway, Room B-17
Downey, California 90242
(562) 940-2551 - OFFICE
(562) 803-6341 - FAX
Yolanda.Johnson@probation.lacounty.gov

Date Posted: February 24, 2009

This announcement may also be downloaded from the
COUNTY OF LOS ANGELES website at:
<http://dhr.lacounty.info>

**THE COUNTY OF LOS ANGELES IS AN
ACTIVE EQUAL OPPORTUNITY EMPLOYER**

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

**DEPUTY DIRECTOR, PROBATION
(UNCLASSIFIED)**

SUPPLEMENTAL INFORMATION FORM

Name: _____

General Information: This supplemental information form provides you the opportunity to fully and clearly explain your experience that has prepared you for the position of Deputy Director, Probation (Unclassified). This information will be used to determine the level of the applicant's preparation for this position. The candidates with the highest qualifications as determined by the screening process will be invited to the interview.

Instructions: Complete the supplemental information form by responding to the questions listed below. Your responses to each question should be type-written or legibly printed and should be no longer than one page (8.5"x 11") per question. Each response **must** include the name(s) and address(es) of your employer(s), your job title(s), beginning and ending dates and the functions performed, **including a description of your role, level of involvement, independence, and information about the size, complexity and level of accountability surrounding your experience.** Attach this completed form and your written supplemental information responses to your Statement of Interest and Resume. Statement of Interest and Resumes submitted without the supplemental information form will be considered incomplete and will not be accepted.

- 1) Describe in detail your experience in managing a major adult or juvenile diversified probation program or function serving the public. Include major areas of responsibility, size of staff managed, programs developed, and evaluation tools used.
- 2) Describe your experience in analyzing complex administrative, juvenile justice, and probation related problems, including evaluating alternative solutions and developing sound recommendations.
- 3) Describe your experience dealing with various local law enforcements officials, other public agency representatives, and the public.